

**Snohomish City Council Minutes
March 7, 2023**

1. **CALL TO ORDER:** Mayor Redmon called the Snohomish City Council Meeting to order at 6:00 p.m., Tuesday, March 7, 2023. The meeting was held in hybrid format with in-person attendance at the Snohomish Carnegie, 105 Cedar Avenue, Snohomish, and remote online access via Zoom.

- a. Roll Call

Present: Councilmembers Lea Anne Burke, David Flynn, Karen Guzak, Judith Kuleta, Felix Neals, Tom Merrill, and Donna Ray; Mayor Linda Redmon

- b. Pledge of Allegiance

2. **PUBLIC COMMENT:**

Morgan Davis suggested the City submit a resolution to the County regarding its stance on the density fringe issue.

Fred Gaitan commented on drug use and crime levels in the City.

Catherine Riley commented on potential impacts to the City if Harvey Airfield expands.

Bonny Headley suggested memorial trees as a way to encourage planting more trees.

3. **APPROVE AGENDA** contents and order.

Mayor Redmon requested a Council motion to add an Executive Session to the agenda, after Mayor's Comments, to discuss potential litigation pursuant to RCW 42.30.110(1)(i)(ii).

MOTION by Merrill, second by Flynn to amend the agenda as stated, and to approve the agenda as amended. Motion passed unanimously (7-0).

4. **CONSENT ITEMS:**

- a. AMEND SMC 5.10 Special Event Permits and Contracts - ADOPT Ordinance 2463
 - b. AMEND SMC 5.52 Gambling, Bingo, Raffles and Games of Amusement - ADOPT Ordinance 2464
 - c. CREATE Fleet M&O Fund - ADOPT Ordinance 2465
 - d. AMEND Financial Management Policy - Surplus Equipment - PASS Resolution 1447
 - e. DECLARE Surplus Equipment - PASS Resolution 1448
 - f. ACCEPT Planning Commission Bylaws
 - g. AUTHORIZE Mayor to Execute Stone Ridge Plat Water Line Easement Relinquishment Agreement
 - h. AUTHORIZE Mayor to Execute Special Event Contracts for Snohomish Bike Nights; Easter Parade; and Sky Valley Motorcycle Show

- i. APPROVE minutes of the February 21, 2023 regular meeting
- j. AUTHORIZE payment of claim warrants #78355-78425 in the amount of \$884,993.02, issued since the last regular meeting; and payroll claim warrants #894-897, #3830-3939 in the amount of \$423,053.87 issued February 5 through February 20, 2023.

MOTION by Guzak, second by Burke to PASS the Consent Items. Motion passed unanimously (7-0).

5. ACTION ITEMS:

- a. APPROVE Veterans Memorial Elements

Public Works Director Nova Heaton provided background of the work completed by the Veterans Memorial Committee over the past year, and the proposed plan based on the original Berger Plan concept. The proposed design still needed Design Review Board approval. Staff requested Council approval to increase the project's budget to address, in phases, the proposed plan.

Councilmember Burke asked about the concrete work. Director Heaton explained the site work would prepare for concrete, with a sidewalk and arch to go around the lawn. City Administrator Heather Thomas explained the intent to have more design details, not just the obelisk on a plinth, and mentioned cost savings in having all of the concrete work done at once, rather than in phases.

Public Comment:

Morgan Davis preferred returning the obelisk to its original location in the plaza, and turn the City Shop Yard into a Veterans Memorial Park.

Melody Clemans, President, Snohomish Carnegie Foundation, supported funding for the project, and shared history of the partnership between the Snohomish Carnegie Foundation and City since 2005.

Public Comment Closed.

Council discussed the design, including:

- Elevations were not drawn in order to keep design costs down.
- Site lighting should be mindful of light pollution to surrounding residences; use of shields.
- The design was very thoughtful and respectful to veterans and those wishing to reflect.
- Several veterans and their families were included on the committee contributing to the design.
- Cost of goods and inflation could continue to rise, so it would be wise to move forward with the project now.

MOTION by Guzak, second by Neals to AUTHORIZE the Mayor to spend up to \$86,649.60 on the Veterans Memorial project, with the final increase to be included in a budget amendment later in 2023. Motion passed unanimously (7-0).

- b. AUTHORIZE Mayor to Sign a Contract with Langsholt Contracting, Inc. for the Pilchuck Park Roadway Relocation Project

City Engineer Yosh Monzaki provided background of the project, including photos to show the extent of riverbank erosion and its impact to the single access road to the park. He described the project to relocate the road and infrastructure, tree removal and replacement, and relocation of walkways and access to amenities. Langsholt Contracting provided the low bid. The park would be closed during construction, and include additional site work on irrigation system repair and sports court resurfacing.

Administrator Thomas added that in response to Park Board concerns, Snohomish Police would be asked to patrol the area during the closure.

Councilmember Kuleta questioned what could happen given proximity to the historic cemetery. City Engineer Monzaki replied contingencies were in place, including costs. If artifacts or otherwise were identified, the project would be shut down and archaeological and cultural resources would be contacted, following appropriate steps. If costs increased more than the contingency, staff would return to Council with those details. Planning Director Brooke Eidem shared permitting was done, and excavation and ground disturbance would be monitored. Administrator Thomas mentioned the bid was under the engineer's estimate, as well as a 20% contingency being asked for on this project rather than the usual 10%.

Councilmember Burke inquired about rate of erosion. City Engineer Monzaki answered the rate of erosion was unknown; this was just the first phase of the project. The next phase would be stabilization of the bank itself, which the consultant was currently working on to determine the extent of the bank stabilization, as well as identifying other impacts that could occur up and downstream. More details would be shared with Council on that phase later this summer.

Public Comment:

Morgan Davis suggested finding another access point for a new road.

Catherine Riley voiced concern over no estimate for the cost of the second phase of the project.

Public Comment Closed.

MOTION by Burke, second by Guzak to AUTHORIZE the Mayor to execute a contract with Langsholt Contracting, Inc., in the amount of \$200,825, which includes a 20% contingency, for the construction of the Pilchuck Park Roadway Relocation Project.

Councilmember Neals remarked the project was discussed in detail during budget preparation, and that doing nothing was not an option.

VOTE ON MOTION: Motion passed unanimously (7-0).

7. DISCUSSION ITEMS:

- a. iWorQ and Other Public Works Data

Director Heaton provided an overview of the two software programs--iWorQ and TextMyGov--with examples of how they were being utilized, and available reports and tracking.

Council and staff discussed the software:

- They appeared to be user friendly and effective, once the details were figured out; positive feedback received from staff.
- They would allow for tracking of items that could be reported back to Council, such as number and status of work orders to help identify where equipment or staffing needs were not being met.
- Tracking provided better transparency and improved communication, both amongst staff and with community members reporting issues.
- Code Enforcement could utilize the software to coordinate efforts with the Police Department.
- The programs were accessible anywhere an internet connection was available.
- Community members could report anonymously, if they were concerned about safety.

b. Economic Development Update

Economic Development and Outreach Coordinator Brady Begin provided a slideshow and outlined several accomplishments and goals of the Community Engagement and Strategic Initiatives (CESI) Department. Topics included:

- COVID-19 recovery and ARPA grants disbursement.
- Tourism - collaborations with other agencies and Snohomish County.
- University of Washington Livable City Year Program to assist the City with projects, including with the economic development element of the Comprehensive Plan and a lodging feasibility study.
- Process and reporting improvements - business licenses, feedback from new business.

Councilmember Ray questioned the type of economic development or tourism on which to focus. Coordinator Begin described needing to understand where Snohomish fit in the regional economy, and what might be a good fit for Snohomish. For example, aerospace was a large industry in the area, but Snohomish would be unlikely to house an aerospace assembly facility. Business retention and expansion was another area to consider. For tourism, new lodging could support increased tourism, though the City already hosted several events. The revised special event permit process will help staff better understand impacts and benefits of events, too. The Planning Department would be reporting later this year on short term rentals in the City, which may provide more insight on their use and impact on local housing stock.

Councilmember Kuleta inquired about the results of Retail Strategies' efforts during the pandemic. Coordinator Begin believed some businesses took advantage of the training sessions, and the resources were available online. The focus would shift to helping connect businesses with available resources.

Council President Merrill asked about the City's reliance on retail sales tax and if alternatives were available. Coordinator Begin replied that diversifying opportunities would be important, and UW Livable City Year program could possibly be enlisted into helping research alternatives.

Councilmember Flynn inquired about short-term rentals, and incentives to attract businesses to Snohomish. Coordinator Being responded that upon initial research, there did not appear to be many short-term rentals in Snohomish. The City should identify needs first, before identifying incentives, such as commercial affordability. Gathering information through surveys would be an important step to answering those questions.

Councilmember Guzak remarked on collaborations with Puget Sound Regional Council and Economic Alliance Snohomish County. Councilmember Neals mentioned overlaying collaborations with Council goals would be helpful.

Councilmember Burke stated that business license data might be helpful on a quarterly basis. Council President Merrill added that context or elaboration would be more useful than just a list of new businesses.

c. Law Enforcement Update

Police Chief Rob Palmer explained the annual update was delayed pending receipt of information not yet available. Additionally, he announced his last day would be June 30, as he was retiring. Mayor Redmon remarked Council would need to revisit the discussion of whether the City would request a Captain or a Lieutenant to fill the Chief's position. Council briefly discussed the options, and decided a special meeting would be appropriate for a more in-depth review and discussion of options available, potential cost differences, and processes for interviewing and selection. Staff would work out potential meeting dates.

8. OTHER BUSINESS/INFORMATION ITEMS:

Councilmember Ray suggested an opportunity to better understand the proposed plans for Harvey Airfield and impacts to the City's southern UGA. Council concurred. Administrator Thomas advised staff would look into arranging something.

In response to a public comment made at the beginning of the meeting, Council President Merrill requested an update on the City's Code Enforcement Officer. Administrator Thomas explained the job description was being vetted by the Union and should be posted soon.

9. COUNCILMEMBER COMMENTS/LIAISON REPORTS

Councilmember Burke reported the Park Board reviewed the proposed gazebo landscaping plan.

Councilmember Flynn attended a ribbon cutting at a new Housing Hope facility.

Councilmember Guzak reported on Green Snohomish's efforts and interests with the City's tree inventory, Earth Day preparations, and Easter Parade participation.

Councilmember Kuleta remarked on LTC's report before the Planning Commission on affordable housing, the Youth Council's interest in climate change and environmental policy, and an upcoming showing and discussion of *What Happened on First Street*.

Councilmember Neals commented on partnerships with agencies such as the University of Washington in trying to solve problems and build communities.

10. **COUNCIL PRESIDENT'S ITEMS/REPORTS:** Council President Merrill commented on urban renewal witnessed in the community and the benefits a Code Enforcement officer will have on future efforts.
11. **STAFF BRIEFINGS:** Mayor Redmon referred to the staff report briefing in the agenda packet on density fringe, provided by Director Eidem. Council and staff discussed the matter:
- The proposal was initiated at the executive level, though staff remained unsure of whether it was housekeeping or addressing something specific.
 - The proposal applied to the entire fringe area, including areas near Stanwood; not just Harvey Airfield.
 - FEMA conducted a survey of all buildings in the density fringe area in 1981 and calculated flood elevations based on those buildings. Development was not allowed to raise the flood elevation. The proposed amendment allowed exceptions for development of the same size and width as what was included in the survey, with other regulations including a one-time credit.
 - Staff was unsure how structures would be identified, perhaps utilizing records from the Assessor's Office.
 - New structures did not have to be built on the same location as a previous building, but could not change the rise or include fill, in efforts to maintain displacement.
 - Frequency of flood analyses and influence of climate change on accurate flood levels was questioned.
12. **CITY ADMINISTRATOR'S COMMENTS:** Administrator Thomas mentioned the following:
- The City was awarded a grant by the Department of Ecology for the Blackmans Lake cyanobacteria plan.
 - A Council workshop has been added for April 4, 2023 at 5 p.m. for Council to discuss its Boards and Commissions.
 - Next week, Fire District Commissioners were to review new interlocal agreements with the City. Staff anticipated the ILAs will be brought to Council for action on March 21.
13. **MAYOR'S COMMENTS:** Mayor Redmon shared the following:
- Enjoyed Baby Story time at the library last week.
 - Attended a travelling exhibit on African American history and commented on how empowering it was for youth.
 - Middle housing survey was available on the City's homepage.
 - New Holi cultural festival on March 19 at the Carnegie as an example of sharing cultural interests with the community.
14. **RECESS to EXECUTIVE SESSION** (*added at beginning of meeting*) to DISCUSS potential litigation pursuant to RCW 42.30.110(1)(i)(ii). No action to follow.

MOTION by Ray, second Burke to adjourn the meeting at end of the executive session. Motion passed unanimously (7-0).

At 8:28 p.m., Council withdrew to Executive Session, providing time to transition between meeting spaces. Session to last ten minutes, until 8:38 p.m.

At 8:38 p.m., City Administrator Thomas announced extension of the Executive Session for two minutes, to 8:40 p.m.

15. **ADJOURN.** There being no objection, the meeting adjourned at 8:40 p.m.

APPROVED this 21st day of March, 2023.

CITY OF SNOHOMISH

ATTEST:

Linda Redmon, Mayor

Brandi Whitson, City Clerk